

**13 OCTOBER 1998**



**Personnel**

**HILL AFB CIVILIAN OF THE QUARTER/YEAR  
AWARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements *AFPD 36-28, Awards and Decorations Programs*. This instruction prescribes procedures for nomination and awarding of Hill AFB Civilian of the Quarter/Year Awards.

**SUMMARY OF REVISIONS**

This revision deletes the awards monitor as a committee member. Adds non-appropriated fund employees to those who are eligible to compete for awards. Changes the category designations. Changes the awards given, publicity procedures, and submission and format procedures. Changes basic dos and don'ts in Attachment 1 and questions and answers in Attachment 2. Attachment 3 has been removed. A ( | ) indicates revision from previous edition.

**1. PURPOSE OF THESE AWARDS.** A management tool used to *recognize and motivate employees* for their contributions to the efficiency, economy, or other improvement of government operations at Hill AFB. Contributions that stimulate high levels of proficiency and productivity among employees, or improve the image of the civil service and the agency (in an official capacity) may also be considered.

**RESPONSIBILITIES:**

- 1.1. Commanders, Directors, Staff Directors, and Tenant Commanders publicize and implement the program through their internal awards monitor. Anyone (employees or management) may prepare nominations.
- 1.2. The immediate supervisor reviews nominations for accuracy and quality, and verifies that disciplinary or adverse action is not pending that would reflect unfavorably on the performance recommended for recognition.

1.3. The awards monitor sets internal suspense dates for submission, administers the internal selection process, and participates in preparation for quarterly and yearly award ceremonies.

1.4. Labor and Employee Management Relations Branch (OO-ALC/DPCE) will perform program administration, provide publicity data on award recipients, and convene the OO-ALC Civilian Incentive Awards Committee quarterly, or as necessary.

1.5. The OO-ALC Civilian Incentive Awards Committee reviews and recommends award nominations for the Commander's approval. The committee will also review and recommend incentive award program improvements. The committee is comprised of representatives at various levels of center management, the union, and tenant units. Membership on the committee is changed yearly.

1.6. The OO-ALC Commander (OO-ALC/CC) approves/disapproves recommended award nominations and whenever possible presents the awards.

1.7. The Office of Public Affairs (OO-ALC/PA) will publicize the data provided on award recipients and distribute copies to local media.

**2. ELIGIBILITY:** All appropriated and non-appropriated fund civil service employees whose work location is Hill AFB, the Utah Test and Training Range, or Little Mountain are eligible to compete in the appropriate categories as follows:

2.1. Category 1: *General Schedule (GS)-10/Non-Appropriated Fund Pay Band (NF)-IV/Child Development and Youth Programs (CC)-05 and Below.*

2.2. Category 2: GS-11 and Above.

2.3. Category 3: *Wage Grade (WG)/Wage Leader (WL)/Crafts and Trades Non-Supervisory (NA)/Crafts and Trades Leader (NL)-09 and Below.*

2.4. Category 4: WG/WL/NA/NL-10 and Above.

2.5. Category 5: All Supervisors (all grades).

**3. CRITERIA.** Selection will be competitive and based on the *merit of each individual's accomplishments or contributions, for the specified quarter or year.* Improved efficiency, economy, or other improvements of government operations are critical elements. Contributions that stimulate high levels of proficiency and productivity among employees, or improve the image of government service and the agency may also be considered. Personal improvement and public service may only be considered in the event of a tie.

#### **4. AWARDS:**

4.1. Quarterly winners will receive - a one-day time-off award, a \$100 notable achievement award, a certificate, and possibly items donated by community supporters.

4.2. Yearly winners will receive - a trophy, a one-day time-off award, a \$100 notable achievement award, a certificate, and possibly items donated by community supporters.

4.3. All nominees are provided a meal or refreshments as appropriate at the presentation ceremony. Those *not selected* will receive a letter of appreciation and may also be recognized at the organizational level for their contributions through other awards. Awards for those not selected *should not*

exceed awards listed above for base winners and base winners may not receive duplicate recognition for the same contribution.

**5. PRESENTATIONS.** *Awards* will be presented in formal ceremonies as appropriate (i.e. Quarterly Recognition Breakfast or Annual Recognition Banquet).

**6. PUBLICITY.** Photographs of the current quarterly and yearly award winners are displayed in the Hall of Fame, Building 1102, near the Air Room. Photographs will also be provided for display in the award recipient's organization and later are provided to the recipient. Information from the winning nominations and photographs are provided to OO-ALC/PA for base and local media publicity.

**7. SUBMISSION AND FORMAT.** One submission will be allowed per directorate, wing, group, or tenant unit for each category in the quarterly and yearly competitions. All nominations must be submitted on *OO-ALC Form 490, Civilian of the Quarter/Year Award Nomination*, in narrative format. Nominations will not exceed the space allotted on the form. Submit one original typed copy. Photos and other backup materials will not be accepted. Submit to the nominee's supervisor and then to the *organizational awards monitor* for internal selection. Award monitors will forward internally selected quarterly nominations by the 5th day after the quarter (i.e., Jan through Mar submitted by 5 Apr) to OO-ALC/DPCE (building 1245, room 10). Annual nominations are due by 5 Feb.

**8. GUIDELINES FOR PREPARATION OF NARRATIVE JUSTIFICATIONS.** Supervisors are encouraged to keep a success/victory folder, containing letters of appreciation, facts concerning achievements, previous awards, write-ups, etc., on each employee for easy reference in preparing award nominations. This information will also be helpful in preparing performance appraisals. Basic dos and don'ts are in Attachment 1, a question and answer method for writing the justification is in Attachment 2.

**9. FORMS PRESCRIBED.** This publication prescribes *OO-ALC Form 490, Civilian of the Quarter/Year Award Nomination*.

BETTY J. MADDUX  
Civilian Personnel Officer

**Attachment 1****BASIC DOS AND DON'TS****A1.1. Do:**

A1.1.1. Do internalize and personalize. Think about the person you are nominating. Be sure you know the whole person and the mission of the organization.

A1.1.2. Do give sufficient and clear examples of the contributions, initiative, performance above and beyond normal expectations, innovation, etc.

A1.1.3. Do describe the impact the nominee has made on progress and mission accomplishment, emphasize results and quantify whenever possible.

A1.1.4. Do write short sentences. Use layman terms, be understandable, and down-to-earth. Use action-packed words that summarize simply.

A1.1.5. Do be creative. Use of buzzwords such as Aguru,@ when the person is a recognized guide or leader, are okay. When used sparingly and in context, buzzwords can paint a wonderful picture.

A1.1.6. Do use spell check. Then re-read to be sure you haven't missed anything and to ensure the meaning has not changed.

**A1.2. Do not:**

A1.2.1. Do not recite the normal duty assignments or fully successful performance.

A1.2.2. Do not submit bullets.

A1.2.3. Do not use acronyms without defining or spelling them out.

A1.2.4. Do not use long run-on sentences.

**Attachment 2****QUESTION AND ANSWER METHOD FOR WRITING THE JUSTIFICATION**

**A2.1.** First ask yourself these questions and jot down some responses:

A2.1.1. Has the contribution improved mission accomplishment (i.e., better, faster, smarter or cheaper)? If yes, tell what you observed (what changed) in comparison to what is normal. If no, may not be appropriate for this type of recognition.

A2.1.2. Is the contribution of particular importance or significance to the organization? If yes, explain why (results or impact). If no, consider an award equal to the level of significance.

A2.1.3. Was there a great amount of independent thought or unusual insight, imagination or effort involved? Describe how the change or action came about.

A2.1.4. Was there a substantial impact or benefits derived from the contribution? If yes, explain what happened or is estimated to happen as a result of the contribution (i.e., quantifiable dollar savings, high significance to a mission process, affects the entire command, etc). If no, may not be appropriate for this level of recognition.

**A2.2.** Now you should have enough to information to draft a narrative justification. Review the draft and determine whether or not you have communicated the situation and results of the action. Positively describe the action using such words as; commendable, outstanding, exceptional, notable, superb, etc. Describe the kind of person you are talking about and how their attitude or actions affect others. Personal improvement and public service may be added at the end of the nomination, it should be kept to a minimum and complete the whole person image. Re-read the justification again to ensure you have painted a complete picture (who, what, where, when, why, and how).